

NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 East McDowell Road, Phoenix, AZ 85008-3495
PHONE (602) 267-2783; DSN 853-2783
WEBSITE: www.az.ngb.army.mil/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-223T OPENING DATE: 30 JUN 2004 CLOSING DATE: 19 JUL 2004

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

HUMAN RESOURCES ASSISTANT (MILITARY), GS-0203-06, TC70542000

APPOINTMENT FACTORS: OFFICER () WARRANT OFFICER () ENLISTED (X)

SALARY RANGE:

\$29,761 - \$38,694 PA

SUPERVISORY () MANAGERIAL ()

NON-SUPERVISORY/NON-MANAGERIAL (X)

LOCATION OF POSITION:

JOINT FORCE HEADQUARTERS (OFFICER PERSONNEL), PHOENIX, ARIZONA

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current members of the Arizona Army National Guard**. Individual selected will receive a Permanent Appointment subject to the completion of a one-year trial period. If a Permanent technician is selected, they will remain in that status. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

NATIONAL GUARD REQUIREMENTS: Excepted employees must wear the uniform prescribed by the Adjutant General. Acceptance of the position constitutes concurrence with this requirement. Once the selection is made, the candidate(s) must be a member of the Arizona (ARMY) National Guard (Any Unit supported by JFHQ), qualify for and be placed in the following compatible AFSC/MOS/AOC: **CMF: 75**

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

KNOWN PROMOTION POTENTIAL: NONE

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of the overall requirements, objectives, practices and peculiarities of the assigned program area.
2. Knowledge of military personnel administration and related policies, regulations, and procedures.
3. Ability to interpret and apply regulations and precedents to perform a complete review of records and case documentation.
4. Ability to identify discrepancies and provide recommendations or alternatives to situation encountered.
5. Knowledge of requirements for proposed action to ensure that documentation is correct and sufficient and that all levels of legal, medical, and administrative review are complete.
6. Skill in compiling information and preparing reports.
7. Ability to plan and organize work.
8. Knowledge of military organizational structures, protocol and similar matters.
9. Ability to effectively communicate both orally and in writing.

INSTRUCTIONS FOR APPLYING: Individuals who meet the basic qualification requirements (General and Specialized Experience) may apply. **Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment) , or a Resume. OPTIONAL FORM 306 (DECLARATION FOR FEDERAL EMPLOYMENT) IS A REQUIRED FORM. FAILURE TO SUBMIT THIS FORM WILL CAUSE THE APPLICATION TO NOT BE CONSIDERED.** Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications may not receive an adequate evaluation if these forms are not submitted. Applications must arrive in the HRO Office by close of business on closing date shown on announcement. All applicants must be citizens (or owe allegiance to the U.S.). **USE OF GOVERNMENT RESOURCES (FAX, MAIL, ETC.) TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE. FAXED APPLICATIONS WILL NOT BE ACCEPTED.** For further information call 267-2783 or DSN 853-2783. **EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must fully substantiate on their application how they meet the requirements listed below in the Specialized Experience area; otherwise applicant will be considered unqualified for this position.

SPECIALIZED EXPERIENCE: Must have 9 months experience in researching military personnel rules and regulations to recommend applicable procedures; experience in preparing written reports, composing letters, and providing a variety of information orally; experience in interpreting and applying military personnel rules/regulations to non-procedural cases; experience which has provided a knowledge of the structure of a military organization.

BRIEF JOB DESCRIPTION: This position is located in the Officer Personnel Branch, Joint Force Headquarters for the Arizona Army National Guard. The purpose of this position is to serve as the final reviewer and procedural authority for personnel actions submitted to the Officer Personnel Branch by lower echelons. Serves as a final reviewer of actions, which may include but are not limited to: Officer evaluation reports, academic evaluation reports, federal recognition actions and other officer and warrant officer personnel actions. Researches and obtains all necessary relevant information regarding cases and issues and provides explanations and interpretations of rules, regulations, procedures, and requirements pertaining to actions taken or recommended. Forwards cases to the appropriate action officer for final review and decisions. Drafts or prepares related correspondence for appropriate signature and enters data in automated systems, as needed. Provides support to maintain a variety of automated systems used to manage service members both locally and statewide. Provides technical guidance and training to all supported activities concerning transaction processing and system software. Participates in unit Soldier Readiness Processing (SRP) for those units whose service members are being mobilized to active duty.

SELECTING SUPERVISOR: CW2 LAWRENCE WISE